CABINET FOR FAMILIES AND CHILDREN

DEPARTMENT FOR COMMUNITY BASED SERVICES

"An Equal Opportunity Employer M/F/D"

DIVISION OF CHILD SUPPORT

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PAYS

OFFICE OF THE DIRECTOR

KASES Handbook Transmittal
Letter No. 33
July 1, 1999

TO: Staff, Division of Child Support
               Division of Service Regions
               Child Support Section

SUBJECT: Create Case Management Subsection 5.110, Enforcement
               Remedy, and Inquiry Functions Subsection 4.119,
               License Revocation Inquiry; Revise Inquiry Functions
               Subsections 4.110, Bond Inquiry, and 4120, Lien
               Inquiry

The KASES Handbook subsections shown above have been created and
revised to incorporate the enforcement remedy functions recently
migrated to KASES.

The Case Management Menu screen (ASEMAA) has been revised to add a
new function, the ENFORCEMENT REMEDY. BOND and LIEN have been
removed as individual functions from screen ASEMAA and included
with LICENSE REVOCATION in the ENFORCEMENT REMEDY function. The
ENFORCEMENT REMEDY function is used as an enforcement tool to
collect past due child support.

When the Cabinet for Families and Children (CFC) attempts to
collect past due child support, a noncustodial parent (NCP) may
post a bond in order to keep his or her assets from being taken,
or to avoid the denial or suspension of a license or certificate.
A bond may be posted for full arrearage amounts, or for periodic
payments which are specified in the bond. The BOND function is
used to create or update a record on KASES when a valid bond is
posted by an NCP. The function is also used to delete a bond
record entered on KASES in error.

A lien is a claim on real or personal property for the
satisfaction of a dept or duty. State law allows the imposition
of liens against real, personal, and liquid assets ranging from
motor vehicles and boats to land, buildings, bank accounts, and
worker's compensation benefits. The lien is used to prevent an
NCP from selling property upon which a lien has been filed until

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child support is paid in full. The LIEN function is used to create or update a record on KASES for a lien held against an NCP for payment of child support obligations. The function is also used to delete a lien record entered on KASES in error.

A license or certificate may be suspended when an NCP owes a child support arrearage that equals or exceeds the amount owed for one year and if an NCP fails, after receiving appropriate notice, to comply with a subpoena or warrant relating to a paternity or child support proceeding. A driver's license may be denied or suspended if the NCP owes an arrearage that equals or exceeds the amount of support owed one year and must have accrued before January 1, 1994.

The LICENSE REVOCATION function is used to create, update, or delete a record on KASES regarding the denial, revocation, or suspension of a license or certificate held by an NCP. The function is also used to request that a license or certificate be reinstated after an NCP complies with a subpoena, enters into a payment agreement, or pays the arrearage in full.

The Inquiry Functions section in the KASES Handbook has been revised to update the BOND INQUIRY and LIEN INQUIRY functions and to create the LICENSE REVOCATION INQUIRY function. These functions are used to query bond, lien, and license revocation records. Inquiry functions are for viewing records only. Records cannot be created, updated, or deleted through inquiry functions.

The Create/Update Participant Data screen (ASEC2A) in the Case Management section and Inquire Participant Data screen (ASEQ2A) in the Inquiry Functions section have also been revised to accommodate the ENFORCEMENT REMEDY function. The DL STAT IND field has been renamed LIC STAT IND on screen ASEQ2A, and LIC STATUS IND on screen ASEC2A. The LIC STAT(US) IND fields default to N (NO). When a license revocation record is created or updated, the responsible worker generates the appropriate forms and KASES automatically updates the LIC STAT(US) IND fields in the following manner.

When an "I" is entered in the REVOCATED STATUS field, the responsible worker generates A Notice of Intent to Request Denial or Suspension (Form CS-44) to the NCP. KASES automatically generates an Administrative Enforcement Fact sheet (Form CS-87) that is sent along with the CS-44. KASES then updates the LIC STAT IND field to "I" on screens ASEC2A and ASEQ2A. If the CS-44 is returned due to a bad address and the MAIL address type is updated to OLD address type, the worker must manually change the LIC STAT IND back to N.

When an S (SUSPENDED) code is entered in the REVOCATION STATUS field, the worker generates a Notice to Deny or Suspend License or Certificate (Form CS-63) to notify the appropriate agency to deny, revoke, or suspend an NCP's license or certificate. KASES automatically updates the LIC STAT IND to 'S' on screens ASEC2A and ASEQ2A.

When an R (REINSTATED) code is entered in the REVOCATION STATUS field, the worker generates a CS-63 to inform the appropriate agency that the NCP has met CFC's terms for renewal or reinstatement of his or her license or certificate. KASES updates the LIC STAT(US) IND field to "R."

The KASES Handbook is to be updated as shown below.

STEVEN P. VENO, DIRECTOR
DIVISION OF CHILD SUPPORT

Instructions for Handbook Maintenance

Remove	Insert
	Subsection 5.110, Enforcement Remedy, Pages 1 through 26, (7/1/99)
Subsection 4.110, Bond Inquiry, Pages 81 through 85, (9/30/94)	Subsection 4.110, Bond Inquiry, pages 1 through 5, (7/1/99)
Subsection 4.120, Lien Inquiry, Pages 86 through 90, (9/30/94)	Subsection 4.120, Lien Inquiry, Pages 1 through 5, (7/1/99)
	Subsection 4.119, License Revocation Inquiry, Pages 1 through 6, (7/1/99)

Cross References:

Manual Section 36.000, Administrative Enforcement
Subsection 36.210, Liens
Subsection 36.225, Bonds
Subsection 36.230, Denial or Suspension of Driver's License
Subsection 36.240, Advance Notice to Noncustodial Parent of
                   Intent to Deny or Suspend DL

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01 - WORKLIST MAINTENANCE   11 - ENFORCEMENT REMEDY
02 - COURT SCHEDULING   13 - EMPLOYMENT HISTORY
03 - GENERATE LETTERS   14 - REASSIGN IV-A CASE
04 - ADDRESS MAINTENANCE   15 - SERVICE OF PROCESS MAINTENANCE
05 - CASE EVENT MAINTENANCE   16 - OBLIGATION CALCULATIONS
06 - UPDATE CASE/PARTICIPANT DATA   17 - PAYMENT HISTORY INQUIRY
07 - INQUIRY OPTIONS
08 - CASE REFERRAL
09 - INTERSTATE ACTIONS
10 - MEDICAL INSURANCE

        ENTER NUMBER OF SELECTION __   ENTER IV-D # OR MPI # _____

PF4-SUB MENU   PF1-HELP   PF3-PREV SCREEN   PF12-MAIN MENU

5.110-ENFORCEMENT REMEDY

The Enforcement Remedy function is used as an enforcement tool to collect past
due child support. The enforcement remedies included in this function are bond,
lien, and license revocation.

THE Enforcement Remedy function is accessed by typing 11 in the ENTER NUMBER OF
SELECTION field, the IV-D or MPI in the ENTER IV-D # OR MPI# field, and pressing
ENTER. If the IV-D number is entered, the system displays the List Case
Participants screen (ASEQOB). If the MPI number is entered, the List Participant
Cases screen (ASEC1C) displays. The noncustodial parent participant is selected
on screen ASEQOB and the appropriate case is selected on screen ASEC1C. The
Enforcement Functions Menu screen (ASEEFM) displays when the appropriate
participant and case is selected. See the following page for instructions for
completing screen ASEEFM.

_____

                        01 - BOND

                        02 - LIEN

                        03 - LICENSE REVOCATION

           ENTER NUMBER OF SELECTION __   ENTER IV-D # _____

                  PF1-HELP   PF3-PREV SCREEN

ASEEFM: ENFORCEMENT FUNCTIONS MENU – This screen displays bond, lien, and
license revocation options used in the enforcement process to collect past due
child support

When the Cabinet for Families and Children (CFC) attempts to collect past due
child support, a noncustodial parent (NCP) may post a bond in order to keep
his/her assets from being taken, or to avoid the denial or suspension of a
license or certificate. A bond may be posted for full arrearage amounts, or for
periodic payments which are specified in the bond. The Bond function is used to
create, update, or delete information on KASES when a valid bond is posted by an
NCP.

A lien is a claim on real or personal property for the satisfaction of a debt or
duty. State law allows the imposition of liens against real, personal, and
liquid assets ranging from motor vehicles and boats to land, buildings, bank
accounts, and worker's compensation benefits. The lien is used to prevent
noncustodial parents from selling property upon which a lien has been filed until
child support is paid in full. The Lien function is used to create, update, or
delete information on KASES for liens held against the NCP for payment of child
support obligations.

A license or certificate can be revoked or suspended when an NCP owes an
arrearage that equals or exceeds the amount owed for one year and if an NCP
fails, after receiving appropriate notice, to comply with a subpoena or warrant
relating to a paternity or child support proceeding. For the denial or
suspension of a driver's license, the arrearage must equal or exceed the amount
of support owed for one year and must have accrued before January 1, 1994. The
License Revocation function is used to create, update or delete information on
KASES regarding the denial, revocation, or suspension of a license or certificate
held by an NCP. The License Revocation function is also used to request that a
license or certificate be reinstated or renewed after an NCP complies with a
subpoena, enters into a payment agreement, or pays the arrearage in full.

Navigation is determined by whether an MPI or IV-D number is used when selecting
the bond or lien enforcement options. When an IV-D number is entered for the

bond or lien options, the List Case Participants screen (ASEQOB) displays. When an MPI number is entered for the bond or lien enforcement remedy, the system paths to the Select Bond Record screen (ASEBNA) or the Select Lien Record screen (ASELNA) respectively.

Navigation is determined by whether an IV-D or MPI number is entered and whether a current license segment exists when the license revocation enforcement remedy is selected. If an IV-D number is entered, the system paths to the List Case Participants screen (ASEQOB). If an MPI number is entered, the system paths to the List Participant Cases screen (ASEC1C). When the appropriate IV-D case is selected on screen ASEC1C, screen ASEQOB displays. After the appropriate NCP is selected on ASEQOB, the system paths to the License Revocation Record screen (ASELRR) if a license segment does not exist in KASES. If a license segment exists, the system paths to the Select License Revocation Record screen (ASELRA).

See the following page for instructions for completing the List Case Participants screen (ASEQOB).

See page 5 for instructions for completing the Select Bond Record screen (ASEBNA).

See page 11 for instructions for completing the Select Lien Record screen (ASELNA).

See page 17 for instructions for completing the Create License Revocation Record screen (ASELRR).

See page 25 for instructions for completing the Select License Revocation Record screen (ASELRA).

```
ASEQOB    300X003              K A S E S                 PAGE   01
09:42:53  06/01/99        LIST CASE PARTICIPANTS
AP NAME   ▨▨▨▨        ▨▨▨▨    MPI #▨00004▨▨▨ IV-D # 0000043283
CL NAME   ▨▨▨▨        ▨▨▨▨    MPI #▨0000▨▨▨▨ WRKR # 300X010
                                            S S
   LAST NAME    QL  FST.NAME  M  MPI #    TYPE  T T  BIRTHDT   REL    SSN
  ============  === =========  = ========= ====  = =  ========= ====  =========
1 ▨▨▨▨            ▨▨▨▨        000▨4▨▨▨▨ CLI  A F 05/12/79  MOTH ▨▨▨▨▨▨▨
2 ▨▨▨▨            ▨▨▨▨        000▨▨▨▨▨ AP   A M 10/10/77  FTHL ▨▨▨▨▨▨▨
3 ▨▨▨▨            ▨▨▨▨        0▨0▨▨▨▨▨ CHLD A F 09/28/98  CHLD ▨▨▨▨▨▨▨



              ENTER LINE NUMBER TO SELECT PARTICIPANT __
------------------------------------------------------------------------------

PF4-UNAVAILABLE       PF7-UP           PF8-DOWN         ENTER-SELECT PART
PF12-UNAVAILABLE
```

ASEQOB: LIST CASE PARTICIPANTS – This screen lists all participants associated
with a case. This screen displays when the bond, lien, or license revocation
function was selected and the IV-D number was entered on the Enforcement
Functions Menu screen (ASEEFM).

The processing options for this screen are shown below.

ENTER-SELECT PART – Type the line number to select the noncustodial parent in the
ENTER LINE NUMBER TO SELECT PARTICIPANT field and press ENTER.

If the Bond function was selected on the Enforcement Functions Menu screen
(ASEEFM), the Select Bond Record screen (ASEBNA) displays. See the following
page for instructions for completing this screen.

If the Lien function was selected on screen ASEEFM, the Select Lien Record screen
(ASELNA) displays. See page 11 for instructions for completing this screen.

If the License Revocation function was selected on screen ASEEFM, navigation
depends on whether a license segment exists. If a license segment does not
exist, the system paths to the License Revocation Record screen (ASELRR). If a
license segment does exist, the system paths to the Select License Revocation
Record screen (ASELRA).

See page 17 for instructions for completing screen ASELRR. See page 25 for
instructions for completing screen ASELRA.

```
     BOND ID     ISSUING   CLI   POSTIING    END          BOND         IV-D
        #        AGENT #   CTY    DATE       DATE        AMOUNT          #
     ==========  ========= ===  ========== ==========  ============== ==========
```


                    ENTER LINE NUMBER TO SELECT A BOND __

ENTER-UPDATE   PF6-CREATE   PF7-UP   PF8-DOWN
PF10-DELETE

BOND

ASEBNA: SELECT BOND RECORD – This screen is used to create a record on KASES for
a bond posted by the noncustodial parent. This screen is also used to select a
bond to update existing information or to delete a record entered in error. The
top portion of the screen displays the NCP's name, MPI number, and social
security number. The bottom portion of the screen displays a list of any bond
records previously entered on KASES. Information displayed includes the bond
identification number, issuing agent identification number, code for county in
which custodial parent resides, date bond issued, date bond expires, bond amount,
and the IV-D case number associated with the bond. This portion of the screen
will be blank if a bond has not been previously posted.

The processing options for this screen are shown below.

ENTER-UPDATE – To update a previously entered bond, enter the appropriate line
number in the ENTER LINE NUMBER TO SELECT A BOND field and press ENTER. The
Update Bond record screen (ASEBNB) displays. Screen ASEBNA displays as Create
Bond Record and Update Bond Record, depending on whether a record is being
created or updated. Instructions for completing this screen are the same for
creating and updating a record. See the following page for instructions for
completing screen ASEBNB.

PF6-CREATE – To create a bond record, press PF6. The Create Bond Record (ASEBNB)
displays. See the following page for instructions for completing this screen.

PF7 AND PF8 ARE AVAILABLE TO SCROLL UP AND DOWN.

PF10-DELETE – To delete a bond record, enter the appropriate line number in the
ENTER LINE NUMBER TO SELECT A BOND field and press ENTER. The Delete Bonds
screen (ASEBNC) displays. See page 10 for instructions for deleting a bond
record.

NOTE: A bond is deleted only if it was entered in error. A bond is deleted by
the worker who created it or by a supervisor.

```
ASEBNB      300X000                 K A S E S
06/01/99    10:17:42            CREATE BOND RECORD
PART NAME   WEST            ADAM              MPI # 0000043283   SSN 334455667


BOND ID #            _____
IV-D #               _____
CLIENT CNTY          ____

POSTING DATE         _____
END DATE             _____

BOND AMOUNT          _____
DATE CASHED          _____

ISSUING AGENT ID     _____

BOND NOTES      N (Y/N)

LAST UPDATED    06/01/1999   10:17:42
```

PF5-NOTES PROCESS   PF9-CONFIRM

ASEBNB: CREATE BOND RECORD – This screen is used to create a bond record in
KASES when a valid bond is received from an NCP. This screen displays as Create
Bond Record in the create mode and Update Bond Record in the update mode.

The following are instructions for completing each field on this screen.

1. **BOND ID #** - Enter the bond identification number. This is a ten (10) position
   field. This field is mandatory.

2. **IV-D #** - Enter the IV-D case number to which the bond is associated. This is
   a ten (10) position field. A minimum of four and maximum of ten characters
   can be entered. This field is mandatory.

3. **CLIENT CNTY** – Enter the code that identifies the county in which the custodial
   parent resides. For example, enter county code 009 if the client resides in
   Bourbon County. This is a three (3) position field. This field is mandatory.

4. **POSTING DATE** – Enter the date the bond was issued. This is a ten (10)
   position field. Use the standard format for dates on KASES, for example,
   03/15/1999. This field is mandatory.

5. **END DATE** – A bond has a time limitation of no more than five years. Enter the
   date the bond expires. This is a ten (10) position field. Use the standard
   format for dates on KASES, for example, 03/15/2003. This field is mandatory.

6. **BOND AMOUNT** – Enter the cash amount of the bond. Financial data must be
   entered in the decimal format, for example, 2000.00. Do not use the dollar
   sign. This is a ten (10) position field. This field is mandatory.

7. **DATE CASHED** – This field is left blank when creating a bond record. If the arrearage payment is not paid as stated in the bond, the bond is cashed. Enter the date the bond was cashed when updating the record. This is a ten-position field. Use the standard format for dates on KASES: for example, 03/15/2000. This field is optional.

8. **ISSUING AGENT ID** – Enter the identification number of the agent issuing the bond. The number is usually the agent's social security number. The ISSUING AGENT ID is a ten (10) position field. This field is mandatory.

The BOND NOTES field is displayed at the bottom of the screen to indicate whether notes are attached to the screen. The indicator to N (NO) but KASES automatically changes it to Y (YES) when notes are entered on the Create Bond Notes screen (ASEUNA).

The LAST UPDATED date and time is also displayed at the bottom of the screen. KASES enters the date and time the bond was created or last updated in these fields.

The processing options for this screen are shown below.

PF5-NOTES PROCESS – Press PF5 to add notes regarding the bond record. The Create Bond Notes screen (ASEUNA) displays. See the following page for instructions for completing this screen.

PF9-CONFIRM – Press PF9 to confirm the bond record. The system saves the data and paths to the Select Bond Record screen (ASEBNA). See page 9 for instructions for completing this screen.

```
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
```

PF9-CONTINUE

ASEUNA: CREATE BOND NOTES – The notes screen is used to add additional
information pertaining to the bond record. Complete the following steps when
creating bond notes.

* Begin notes with the current date.

* Enter notes immediately after the current date; do not skip to the next line.

* End notes with the worker name and worker identification number.

Up to 15 lines of 80 characters can be entered on the notes screen. Notes cannot
be deleted or altered after pressing PF9 to confirm.

The processing option for this screen is shown below.

PF9-CONTINUE – Press PF9 to confirm the note and to return to the Create Bond
Record screen (ASEBNB).

```
    BOND ID    ISSUING   .CLI   POSTING     END        BOND         ⊥V-D
       #        AGENT     CTY    DATE        DATE       AMOUNT        #
    ========== ========== ===  ========== ========== ============= ==========
1   123456     4003600000 037  03/15/1999 03/15/2000     6,000.00
```

                    ENTER LINE NUMBER TO SELECT A BOND ___

ENTER-UPDATE   PF6-CREATE   PF7-UP   PF8-DOWN
PF10-DELETE

ASEBNA: SELECT BOND RECORD – This screen lists any bond records established on
KASES for the selected participant. Information displayed includes the bond
identification number, issuing agent identification number, code for county in
which custodial parent resides, date bond issued, date bond expires, bond amount,
and the IV-D case number associated with the bond.

The processing options for this screen are shown below.

ENTER-UPDATE – To update an existing bond record, key the appropriate line number
in the ENTER LINE NUMBER TO SELECT A BOND field and press ENTER. The Update Bond
Record screen (ASEBNB) displays. Screen ASEBNB displays as Create Bond Record or
Update Bond Record, depending on whether a record is being created or updated.
Instructions for completing this screen are the same for creating and updating a
record. See page 6 for instructions for completing screen ASEBNB.

PF6-CREATE – To create a bond record, press PF6. The Create Bond Record screen
(ASEBNB) displays. See page 6 for instructions for creating a bond record.

PF7 AND PF8 ARE AVAILABLE TO SCROLL UP AND DOWN.

PF10-DELETE – To delete a bond record, key the appropriate line number in the
ENTER LINE NUMBER TO SELECT A BOND field and press PF10. The Delete Bonds screen
(ASEBNC) displays. See the following page for instructions for completing this
screen.

NOTE: A bond is deleted only if it was entered in error. A bond is deleted by
the worker who created it or by the worker's supervisor.

```
ASEBNC      300X000               K A S E S
06/01/99    10:24:53             DELETE BONDS
PART NAME   WEST          ADAM          MPI # 0000043280   SSN 334455667

BOND ID #    12345
IV-D #
CLIENT CNTY   U37

POSTING DATE   03/15/1999
END DATE       03/15/2000

BOND AMOUNT      $6,000.00
DATE CASHED

ISSUING AGENT ID   400360000

BOND NOTES     N

LAST UPDATED   03/15/1999   102435
------------------------------------------------------------------------

             PF5-NOTES PROCESS      PF9-CONFIRM
```

ASEBNC: **DELETE BONDS** – This screen displays when a record is selected for deletion on the Select Bond Record screen (ASEBNA).

The processing options are shown below.

PF5-NOTES PROCESS – Press PF5 to review notes attached to the bond record screen. The Inquire Bond Notes screen (ASEUNB) displays. The notes will be deleted along with the bond record selected for deletion.

PF9-CONFIRM – Press PF9 to confirm the deletion of the selected bond record. KASES deletes the record and returns to screen ASEBNA.

```
   PROP    YR     COURT      FILLING     RELEASE        LIEN        LIQUIDATION
   CNTY    ESTB     #          DATE        DATE        AMOUNT         AMOUNT
   ====    ====  ==========  ==========  ==========  =============  =============
```

                    ENTER LINE NUMBER TO SELECT A LIEN   __

ENTER-UPDATE   PF6-CREATE   PF7-UP   PF8-DOWN
PF10-DELETE

ASELNA: SELECT LIEN RECORD - This screen is used to create a record on KASES for a lien filed by the noncustodial parent. This screen is also used to update information on a previously created lien record or to delete a lien record entered in error. The top portion of the screen displays the NCP's name, MPI number, and social security number. The bottom portion of the screen displays a list of any lien records previously entered on KASES. Information displayed includes the code for the county in which the property is held, the year the lien was established, the identification number of the court in which the lien was filed, date lien was filed, date lien was released, lien amount, and the liquidation amount. This portion of the screen will be blank if a lien has not been previously filed.

The processing options for this screen are shown below.

ENTER-UPDATE - To update a previously entered lien, enter the appropriate line number in the ENTER LINE NUMBER TO SELECT A LIEN field and press ENTER. The Update Lien Record screen (ASELNB) displays. Screen ASELNB displays as Create Lien Record or Update Lien Record, depending on whether a record is being created or updated. Instructions for completing the screen are the same for creating and updating a record. See the following page for instructions for completing screen ASELNB.

PF6-CREATE - To create a lien record, press PF6. The Create Lien Record screen (ASELNB) displays. See the following page for instructions for completing this screen.

PF7 AND PF8 ARE AVAILABLE TO SCROLL UP AND DOWN.

PF10-DELETE - To delete a lien record, enter the appropriate line number in the ENTER LINE NUMBER TO SELECT A LIEN field and press PF10. The Delete Liens screen (ASELNC) displays. See page 16 for instructions for completing this screen.

```
ASELNB      300X000                    K A S E S
06/01/99    10:31:29            CREATE LIEN RECORD
PART NAME   WEST          ADAM               MPI ‡          SSN

PROP COUNTY              ___
YEAR ESTB               ____

BOOK  #                 _____
PAGE  #                 _____
COURT CLERK #           _____

FILING DATE             _____
LIEN AMOUNT             _____
DATE RLSD               _____
LIQDN AMT               _____

IV-D #                  _____
CLIENT CNTY             _____
OTHR OWNER          N   (Y/N)    PROP INSURED   N   (Y/N)
LIEN NOTES          N   (Y/N)
   LAST UPDATED     06/01/1999   10:31:22
-----------------------------------------------------------------------

              PF5-NOTES      PF9-CONFIRM
```

ASELNB: CREATE LIEN RECORD - This screen is used to create a lien record in KASES. This screen displays as Create Lien Record in the create mode and Update Lien Record in the update mode.

The following are instructions for completing each field on this screen.

1. **PROP COUNTY** – Enter the code for the county where the real or personal property is physically located. For example, enter 037 if the property is located in Franklin County. This is a three (3) position field. This field is mandatory.

2. **YEAR ESTB** – Enter the year the lien was established. For example, if the lien was filed on February 21, 1999, enter 1999 in this field. This is a four (4) position field. This field is mandatory.

3. **BOOK #** - Enter the number of the lien registry book where the lien is recorded in the County Clerk's Office. This is a seven (7) position field that accepts both alpha and numeric characters. This field is mandatory.

4. **PAGE #** - Enter the page number in the lien registry book where the lien is recorded. This is a seven (7) position field. This field is mandatory.

   NOTE: Workers must obtain the BOOK # and PAGE # information from the county clerk after the lien is filed before creating a lien record.

5. **COURT CLERK #** - Enter the number assigned to the court where the lien was filed. This is a ten (10) position field. This field is mandatory.

NOTE: If the Court Clerk number is not entered in this field and the PF9 is pressed to confirm the lien record, the system paths to the Inquire Employer/Agency File screen (ASEEMA) so that the appropriate court can be selected. The system then enters the selected court number in this field.

6. **FILING DATE** – Enter the date the lien was filed in the County Clerk's office. This is a ten (10) position field. Use the standard format for dates in KASES: for example, 03/14/1999. This field is mandatory.

7. **LIEN AMOUNT** – Enter the amount of arrears owed at the time the lien was filed. Enter the amount in dollar and cents format: for example, 3,000.00. Do not use a dollar sign. This is a ten (10) position field. This field is mandatory.

8. **DATE RLSD** – Enter the date the lien is to be released. The information in this field is used in conjunction with the liquidation amount. This is a ten (10) position field. Use the standard format for dates for KASES: for example, 06/25/1999. This field is optional.

9. **LIQDN AMT** – Enter the amount received against the lien when the property is sold. The information in this field is used in conjunction with the lien release date. Enter the amount in dollar and cents format: for example, 1,500.00. Do not use the dollar sign. This is a ten (10) position field. This field is optional.

10. **IV-D #** - Enter the IV-D case number associated with the lien record. This is a ten (10) position field. This field is mandatory.

11. **CLIENT CNTY** – Enter the three digit code identifying the county in which the client resides. This field is mandatory.

12. **OTHR OWNER** – Enter the valid indicator code if someone in addition to the noncustodial parent has part ownership of the property. The system defaults to " N." This is a one (1) position field. This field is mandatory. The valid indicator codes are shown below.

Y - YES   N - NO

13. **PROP INSURED** – Enter the valid code to indicate whether the lien property is Insured. The system defaults to " N." This field is mandatory. The valid indicator codes are shown below.

Y - YES   N - NO

The LIEN NOTES field is displayed at the bottom of the screen to indicate whether notes are attached to the lien record. The system defaults the indicator to N (NO) but automatically changes it to Y (YES) when notes are entered on the Create Lien Notes screen (ASEUNA).

The LAST UPDATED date and time are also displayed at the bottom of the screen. KASES enters the date and time the lien was created or last updated in these fields.

The processing options for this screen are shown below.

PF5-NOTES PROCESS – Press PF5 to add notes regarding the lien record. The Create Lien Notes screen (ASEUNA) displays. See the following page for instructions for completing this screen.

PF9-CONFIRM – Press PF9 to confirm the lien record. The system saves the data and paths to the Select Lien Record screen (ASELNA).

```
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
```

PF9-CONTINUE

ASEUNA: **CREATE LIEN NOTES** - The notes screen is used to add additional information pertaining to the lien record. Complete the following steps when creating lien notes.

- Begin notes with the current date.

- Enter notes immediately after the current date; do not skip to the next line.

- End notes with the worker name and worker identification number.

Up to 15 lines of 80 characters can be entered on the notes screen. Notes cannot be deleted or altered after pressing PF9 to confirm.

The processing option for this screen is shown below.

PF9-CONTINUE – Press PF9 to confirm the note and to return to the Create Lien Record screen (ASELNB).

```
ASELNC      300X000                  K A S E S
06/01/99    10:34:46              DELETE LIENS
PART NAME   WEST              RICK            MPI              SSN

PROP COUNTY      037
YEAR ESTB        1999

BOOK    #        22
PAGE    #        17
COURT   #        21073C0001

FILLING DATE     03/15/1999
LIEN AMOUNT          $5,000.00
DATE RLSD
LIQDN AMT             $0.00

IV-D #          ·43283
CLIENT CNTY      037
OTHR OWNER       N  (Y/N)    PROP INSURED   N   (Y/N)
LIEN NOTES       N  (Y/N)
------------------------------------------------------------------------

              PF5-NOTES PROCESS      PF9-CONFIRM
```

ASELNC: DELETE LIENS – this screen displays when a record is selected for deletion on the Select Lien Record screen (ASELNA).

The processing options for this screen are shown below.

PF5-NOTES PROCESS – Press PF5 to review notes attached to the lien record screen. The Inquire Lien Notes screen (ASEUNB) displays. The notes will be deleted along with the lien record selected for deletion.

PF9-CONFIRM – Press PF9 to confirm the deletion of the selected lien record. KASES deletes the record and returns to screen ASELNA.

LICENSE TYPE: LICENSE NUMBER:
LICENSE EFFECTIVE DATE:

EXPIRATION DATE:

REVOCATION STATUS: REVOCATION DATE:
REINSTATEMENT REASON: REINSTATEMENT DATE:

LAST UPDATED   WORKER   NOTES N

PFT-NOTES PROCESS   PF9-CONFIRM

ASELRR: CREATE LICENSE REVOCATION RECORD – This screen is used to create a
record when a request is made to suspend or revoke an NCP's license or
certificate. This screen is also used to update a revocation record when a
request is made to reinstate an NCP's license or certificate. This screen
displays as Update License Revocation Records when in the update mode.

The system paths to the Create License Revocation Record screen (ASELRR) from the
Enforcement Functions Menu screen (ASEEFM) if the NCP's MPI number is entered and
a license revocation segment does not exist.

1. **LICENSE TYPE** – Enter the number code that corresponds with the license type to
   be identified for suspension, revoked, or suspended. This is a two (2)
   position field. This field is mandatory. The valid license type codes are
   listed below.

   01 – DRIVERS   02 – MEDICAL
   03 – LEGAL   04 – CPA
   05 – LIQUOR   06 – FIREARMS
   07 – PHARMACY   08 – REALTOR
   09 – NURSING   10 – AUCTIONEER
   11 – TEACHER   12 – GAMING
   13 – ARCHITECT   14 – CHIROPRACTIC
   15 – X-RAY/LAB TECHNICIAN   16 – RACING
   17 – VETERINARY   18 – COSMETOLOGY

2. **LICENSE NUMBER** – Enter the license or certificate number the agency is being
   asked to deny or reinstate. For example, if 01 (DRIVERS) is entered in the
   LICENSE TYPE field, the NCP's driver's license number is entered in the
   LICENSE NUMBER field. This is a twelve (12) position field. This field is
   mandatory.

3. **LICENSE EFFECTIVE DATE** – Enter the date the license or certificate became
   effective. This is a ten (10) position field. Use the standard format for
   dates in KASES, for example, 05/25/1996. This field is optional.

4. **EXPIRATION DATE** – Enter the date the license or certificate expires. This is a ten (10) position field. Use the standard format for dates in KASES, for example, 04/31/1999. This field is optional.

5. **REVOCATION STATUS** – Enter the code to indicate whether the license or certificate is to be identified for suspension, suspended, or reinstated. This is a one (1) position field. This field is mandatory. The valid revocation status codes are listed below.

   I - IDENTIFIED
   R - REINSTATED
   S - SUSPENDED

NOTE: The LIC STAT IND field on the Update Participant Data screen (ASEC2A) and the Inquire Participant Data screen (ASEQ2A) defaults to N (NO). When a license revocation record is created or updated, the system paths to Document Generation Confirmation screen ASEDGI or ASEDGH, to generate the appropriate form. When the form is generated, KASES updates the LIC STAT IND fields in the following manner.

When an " I" is entered in the REVOCATED STATUS field, the worker generates a Notice of Intent to Request Denial or Suspension (Form CS-44) to send to the NCP. KASES automatically generates an Administrative Enforcement Fact Sheet (Form CS-87) that is sent along with the CS-44. KASES then updates the LIC STAT IND field to " I" on screens ASEC2A and ASEQ2A. If the CS-44 is returned due to a bad address and the MAIL address type is updated to OLD address type, the worker must manually change the LIC STAT IND back to N.

When an " S" is entered in the REVOCATION STATUS field, the worker generates a Notice to Deny or Suspend License or Certificate (Form CS-63) to notify the appropriate agency to deny, revoke, or suspend an NCP's license or certificate. KASES updates the LIC STAT IND TO " S" on screens ASEC2A and ASEQ2A.

When an " R" is entered in the REVOCATION STATUS field, a CS-63 is also generated to inform the appropriate agency the NCP has met CFC's terms for renewal or reinstatement of his or her license or certificate. KASES updates the LIC STAT IND to " R" on screens ASEC2A and ASEQ2A.

6. **REVOCATION DATE** – Enter the date the license or certificate is to be suspended. This is a ten (10) position field. Use the standard format for dates in KASES, for example, 07/01/1998. This field is mandatory for " R" and " S" REVOCATION STATUSES.

7. **REINSTATEMENT REASON** – Enter the reason code that indicates why the license or certificate is to be reinstated. This is a one (1) position field. A code can only be entered in this field if the REVOCATION STATUS field holds an " R" status code. The valid reinstatement reasons codes are listed below.

   A - AGREEMENT
   C - COLLECTIONS
   N - NO ACTION
   U - APPEAL UPHELD
   W - WARRANT/SUBPOENA COMPLIANCE

8. **REINSTATEMENT DATE** – Enter the date the license or certificate is to be Reinstated. This is a ten (10) position field. Use the standard format for dates in KASES, for example 10/23/1998. This field must be completed if a reinstatement reason code is entered.

The LAST UPDATE WORKER and LAST UPDATED fields are displayed at the bottom of this screen. The system enters the date the license revocation record was created or last updated in the LAST UPDATE field and the identification number of the worker who created or updated the record in the LAST UPDATE WORKER field. The NOTES field is also displayed at the bottom of the screen to indicate whether notes are attached to the screen. The system defaults to " N" (NO) but automatically changes the indicator to " Y" (YES) when notes are entered on the Create License Notes screen (ASEUNA).

The processing options for this screen are shown below.

PF5-NOTES PROCESS – Press PF5 to add notes regarding the license revocation record. The Create License Notes screen (ASEUNA) displays. See the following page for instructions for completing this screen.

PF9-CONFIRM – Press FF9 to confirm the license revocation record. The system paths to Document Generation Confirmation screen ASEDGI or ASEDGH, depending on whether a license was identified for suspension, suspended, or reinstated. If the license or certificate was identified for suspension, screen ASEDGI displays. See the following page for instructions for completing this screen. If the license or certificate is to be suspended or reinstated, screen ASEDGH displays. See page 22 for instructions for completing this screen.

```
ASEDGI      300X000               K A S E S
06/01/99   09:46:56    DOCUMENT GENERATION CONFIRMATION
AP NAME WEST               ADAM         MPI# (        ) IV-D#
CL NAME WEST               ANNE         MPI# (          WRKR#  300X000

        DOCUMENT TITLE:   NOTICE OF INTENT TO DENY/SUSPEND
          DOCUMENT ID:    CS-44
          WORKER NAME:    BROWN        CHARLIE
            WORKER #:     300X000_
                DATE:     03/15/99

SERVICE OF PROCESS:  Y  TYPE OF SERVICE:  CM    NUMBER TO PRINT:  1

LICENSE(S)/CERTIFICATE(S)    PHARMACY_____
(N)   ARREARAGE AMOUNT $ _____
      ARREARAGE ACCRUAL PERIOD  FROM _____ TO _____
(N)   FAILURE TO COMPLY
-------------------------------------------------------------------------

                      PF9-CONFIRM/PRINT
```

ASEDGI: DOCUMENT GENERATION CONFIRMATION – A Notice of Intent to Deny/Suspend
(Form CS-44) is used to notify an NCP of the Cabinet for Families and Children's
(CFC) intent to request the denial or suspension of a license or certificate held
by the NCP. This screen is used to confirm, print, and generate the CS-44.

The CS-44 informs the NCP that CFC intends to request denial or suspension
because the NCP either owes an arrearage which equals or exceeds the amount of
support owed for one year; or failed, after receiving appropriate notice to
comply with a subpoena or warrant relating to a paternity or child support
proceeding.

The CS-44 also informs the NCP that CFC will notify the appropriate agency to
deny or suspend his or her license or certificate unless the NCP contests the
notice by requesting a dispute hearing, pays the arrearage stated on the CS-44
plus any additional unpaid support which may have accrued after the date listed,
posts a bond for the arrearage amount, enters into a payment agreement with CFC
to eliminate the arrearage, or complies with the subpoena or warrant.

KASES fills in the DOCUMENT TITLE, DOCUMENT ID, WORKER NAME, WORKER NUMBER, and
DATE on screen ASEDGI. The SERVICE OF PROCESS defaults to Y because the CS-44
requires service of process. The TYPE OF SERVICE defaults to CM (CERTIFIED MAIL,
RETURN RECEIPT REQUESTED). The NUMBER TO PRINT field defaults to " 1" but can
be updated.

KASES retrieves the selected license or certificate type from the Create License
Revocation Record screen (ASELRR) and enters it in the LICENSE(S)/CERTIFICATE(S)
field. **However, in order for " license" or " certificate" to print on the CS-
44, a worker must type " license " or " certificate" on the line following the
type KASES enters in the LICENSE(S)/CERTIFICATE(S) field.** For example, if the
system enters PHARMACY in the LICENSE(S)/CERTIFICATE(S) field, the worker types
" license" on the line following PHARMACY.

The worker updates the following fields to indicate whether the denial or suspension is being requested because the NCP owes an arrearage or failed to comply with a subpoena or warrant relating to a paternity or child support proceeding. The FAILURE TO COMPLY field is completed if the denial or suspension is due to failure to comply with a subpoena or warrant. The ARREARAGE AMOUNT field and the ARREARAGE ACCRUAL PERIOD FROM and TO fields must be completed whether the denial or suspension is due to an arrearage or failure to comply.

1. **(N) ARREARAGE AMOUNT $** - Change the indicator to Y and enter the amount of arrearage if the CS-44 is to be generated because the NCP owes an arrearage which equals or exceeds the amount of support owed for one year. Financial data must be entered in decimal format, for example, 5000.00. This is a ten (10) position field. This field is mandatory .

2. **ARREARAGE ACCRUAL PERIOD FROM TO** - Enter the time period over which the arrearage accrued. An entry is required in both the FROM and TO fields. The date in the FROM field must not be prior to 01/01/1994 when requesting denial or suspension of a driver's license. The FROM and TO fields are ten (10) position fields. Use the standard format for dates for KASES, for example, 05/20/1999. These fields are mandatory.

3. **(N) FAILURE TO COMPLY** - Change the indicator to Y if the NCP has failed to comply with a subpoena or warrant relating to a paternity or child support proceeding. The system defaults to N. This is a one (1) position field. This field is mandatory if the NCP fails to comply with a subpoena or warrant.

The processing option for this screen is shown below.

PF9-CONFIRM/PRINT - Press PF9 to confirm and print the document. The system returns to the Enforcement Functions Menu screen (ASEMEF) if the NCP's license or certificate has not previously been identified for suspension. The system returns to the Select License Revocation Record screen (ASELRA) if the NCP was previously notified his/her license or certificate has been identified for suspension.

```
ASEDGH      300X000              K A S E S
06/01/99   10:07:01      DOCUMENT GENERATION CONFIRMATION
AP NAME   WEST          ADAM              MPI#           (V-D#
CL NAME   WEST          ANNE              MPI#           RKR#  300X000

        DOCUMENT TITLE:  DENY OR SUSPEND LICENSE OR CERTIFICATE
           DOCUMENT ID:  CS-63
           WORKER NAME:  SMITH           CHARLIE
              WORKER #:  300X000
                  DATE:  03/15/99           NUMBER TO PRINT  1

LICENSE OR CERTIFICATE # 1234567
(N) DENY OR SUSPEND XXXXXXXXX_____
(N) ARREARAGE $ _____        (N) FAILURE TO COMPLY
(N) RENEW OR REINSTATE XXXXXXXXX_____
    COMPLIANCE DATE:  03/15/1999
(N) PAID ARREARAGE    (N)  POSTED A BOND      (N)  PAYMENT AGREEMENT
(N) COMPLIED WITH A SUBPOENA        (N) APPEAL UPHELD
-------------------------------------------------------------------------
                       PF9-CONFIRM/PRINT
```

ASEDGH: DOCUMENT GENERATION CONFIRMATION – A Deny or Suspend License or
Certificate (Form CS-63) is sent to request the appropriate agency deny, suspend,
or revoke a noncustodial parent's license or certificate. The CS-63 is also used
to notify the appropriate agency that a noncustodial parent's license or
certificate may be renewed or reinstated.

KASES enters data in the DOCUMENT TITLE, DOCUMENT ID, WORKER NAME, WORKER #,
DATE, and the LICENSE OR CERTIFICATE fields. The NUMBER TO PRINT field defaults
to **1**; however, this field can be updated.

The following data is entered by the responsible worker.

1. **(N) DENY OR SUSPEND XXXXXXXXX** – Change the indicator to Y if the CS-63 is
   being sent to request the denial or suspension of an NCP's license or
   certificate. KASES retrieves the selected license or certificate type from
   the Create License Revocation Record screen (ASELRR) and enters it in the (N)
   DENY OR SUSPEND field. However, in order for " license" or " certificate" to
   print on the CS-63, a worker must type **license** or **certificate** on the line
   following the type entered by KASES. For example, if the system enters
   DRIVERS in the (N) DENY OR SUSPEND field, the worker types **license** on the line
   following DRIVERS.

2. **(N) ARREARAGES** – Change the indicator to Y if the request to deny or suspend a
   license or certificate is due to an arrearage which equals or exceeds the
   amount of support owed for one year. Enter the arrearage amount in the
   ARREARAGE field. Financial data must be entered in decimal format, for
   example, 1500.00. The arrearage amount is required if the ARREARAGE indicator
   is changed to Y.

3. **(N) FAILURE TO COMPLY** – Change the indicator to Y if the CS-63 is being sent due to the NCP's failure to comply with a subpoena or warrant. This is a one (1) position field.

4. **(N) RENEW OR REINSTATE XXXXXXXX** - Change the indicator to Y if the CS-63 is being sent to request the reinstatement of an NCP's license or certificate. KASES enters the type of license or certificate that is to be reinstated in the RENEW OR REINSTATE field.

   NOTE: Only one of the DENY OR SUSPEND or RENEW OR REINSTATE indicators can be changed to Y at a time.

5. **COMPLIANCE DATE** – Enter the date the NCP met CFC's terms for reinstatement of his or her driver's license. This is the date the NCP paid the arrearage, posted a bond for the arrearage amount, entered into a payment agreement with the Cabinet for Families and Children (CFC), complied with the subpoena or warrant, or the date the appeal was upheld by either a court or an administrative hearing officer. Use the standard format for dates for KASES, for example, 06/04/1999.

   When the CS-63 is used to notify the appropriate agency that an NCP's license or certificate may be renewed or reinstated, the reason for the reinstatement or renewal must be included when completing the CS-63. The following five reinstatement or renewal reason codes default to N. Only one of the reason codes may be changed from N to Y at one time to indicate why the license or certificate is being renewed or reinstated.

6. **(N) PAID ARREARAGE** – Change the indicator to Y if the NCP paid the arrearage.

7. **(N) POSTED A BOND** – Change the indicator to Y if the NCP posted a bond for the arrearage.

8. **(N) PAYMENT AGREEMENT** – Change the indicator to Y if the NCP entered into a payment agreement with CFC.

9. **(N) COMPLIED WITH A SUBPOENA** – Change the indicator to Y if the NCP complied with a subpoena.

10. **(N) APPEAL UPHELD** – Change the indicator to Y if the NCP appealed the denial or suspension and the appeal was upheld.

The processing option for this screen is shown below.

PF9-CONFIRM/PRINT – Press PF9 to confirm, print, and generate the CS-63. The system returns to the Enforcement Functions Menu screen (ASEMEF).

KASES automatically creates an event and a worklist item with a 30 day tickler when a CS-63 is generated. The event description depends on whether the DENY OR SUSPEND field or the RENEW OR REINSTATE field is updated to Y. If the DENY OR SUSPEND field is updated, the reason for the denial or suspension is included in notes attached to the event. If the reason was due to an arrearage, the arrearage amount is also included in the notes. If the RENEW OR REINSTATE field is updated, the reason for the renewal or reinstatement is included in the notes.

```
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
```

                              PF9-CONTINUE

ASEUNA: CREATE LICENSE NOTES – The notes screen is used to add additional
information pertaining to the license revocation record. Complete the following
steps when creating license notes.

*   Begin notes with the current date.

*   Enter notes immediately after the current date, do not skip to the next line.

*   End notes with the worker name and worker identification number.

Up to 15 lines of 80 characters can be entered on the notes screen. Notes cannot
be deleted or altered after pressing PF9 to confirm.

The processing option for this screen is shown below.

PF9-CONTINUE – Press PF9 to confirm the note and to return to the Create License
Revocation Record screen (ASELRR).

```
                              LICENSE         REVOCATION    REINSTATEMENT
         TYPE                  NUMBER        STATUS  DATE   STATUS  DATE
  ===========================  ==============  ============  ============
1 DRIVERS                      123456789       R 03/15/1999
```

                 ENTER LINE NUMBER TO SELECT A LICENSE __

ENTER-UPDATE   PF6-CREATE   PF7-UP   PF8-DOWN
PF10-DELETE

ASELRA: SELECT LICENSE REVOCATION RECORD – This screen lists any license or
certificate that has been suspended and reinstated. The screen displays the
license type, license number, the revocation status code and date, and the
reinstatement status code and date.

The processing options for this screen are listed below.

ENTER-UPDATE – To update an existing license revocation record, key the
appropriate line number in the ENTER LINE NUMBER TO SELECT A LICENSE field and
press ENTER. The Update License Revocation Record screen (ASELRR) displays.
Screen ASELRR displays as Create License Revocation Record or Update License
Revocation Record, depending on whether a record is being created or updated.
Instructions for completing this screen are the same for creating and updating a
record. See page 17 for instructions for completing screen ASELRR.

PF6-CREATE – To create a license revocation record, press PF6. The Create
License Revocation Record screen (ASELRR) displays. See page 17 for instructions
for creating a revocation record.

PF7 AND PF8 ARE AVAILABLE TO SCROLL UP AND DOWN.

PF10-DELETE – To delete a license revocation record, key the appropriate line
number in the ENTER LINE NUMBER TO SELECT A LICENSE field and press PF10. The
Delete License Revocation Record screen (ASELRR) displays. See page 26 for
instructions for completing this screen.

```
ASELRR        300X003                K A S E S
06/01/99      10:14:02      DELETE LICENSE REVOCATION RECORD _                              (
PART NAME     WEST                   ADAM              MPI #          |SSN

LICENSE TYPE:  01   DRIVERS                    LICENSE NUMBER:  12345678901

LICENSE EFFECTIVE DATE:        06/10/1996

EXPIRATION DATE:               05/31/7999

REVOCATION STATUS:             R           REVOCATION DATE:  03/14/1999
REINSTATEMENT REASON:          _


LAST UPDATED 06/01/1999     10355     WORKER 300X003     NOTES  N
------------------------------------------------------------------------------

                       PF5-NOTES      PF9-CONFIRM
```

ASELRR: DELETE LICENSE REVOCATION RECORD – This screen displays when a record is selected for deletion on the Select License Revocation Record screen (ASELRA).

The processing options are shown below.

PF5-NOTES PROCESS – Press PF5 to review notes attached with the license revocation record. The Create License Notes screen (ASEUNA) displays. These notes will be deleted along with the license revocation record.

PF9-CONFIRM – Press PF9 to confirm the deletion of the selected record. KASES deletes the record and removes the record from the Select License Revocation Record screen (ASELRA). The system returns to screen ASELRA.

01 - PARTICIPANT INFORMATION   11 - BOND INQUIRY
02 - CASE INFORMATION   12 - LIEN INQUIRY
03 - EMPLOYER/AGENCY OTHER INQUIRY   13 - CLIENT WELFARE SUMMARY
04 - CASE WORKER TABLE INQUIRY   14 - INTERCEPT DATA INQUIRY
05 - PARTICIPANT ADDRESS INQUIRY   15 - SERVICE OF PROCESS INQUIRY
06 - AP SUPPLEMENTAL INQUIRY   16 - OBLIGATION CALCULATIONS
07 - MEDICAL INSURANCE INQUIRY   17 - PAYMENT HISTORY INQUIRY
08 - EMPLOYMENT INQUIRY   18 - FOSTER CARE INQUIRY
09 - PARTICIPANT ALIAS INQUIRY   19 - LICENSE REVOCATION INQUIRY
10 - CASE/PARTICIPANT EVENT INQUIRY

         ENTER NUMBER OF SELECTION _____   ENTER IV-D # OR MPI # _____

PF4-SUB MENU   PF1-HELP   PF3-PREV SCREEN   PF12-MAIN MENU

4.110 BOND INQUIRY

The Bond Inquiry option is used to access bond records associated with a
noncustodial parent participant.

To view a bond record, select function 11-Bond Inquiry from the Inquiry Functions
Menu. Navigation depends on whether an IV-D number or MPI number is entered in
the ENTER IV-D # OR MPI # field.

If the IV-D number is entered, the List Case Participants screen (ASEQOB)
displays. See the following page for instructions for completing this screen.

If the MPI number is entered, the Select Bond Record screen (ASEBNA) displays.
See page 3 for instructions for completing this screen.

```
LAST NAME          QL  FST NAME    M    MPI #     TYPE  T X BIRTHDT     REL      SSN
================   === =========== = =========== ==== = = ========== ====
1   SMITH                                          CHLD  A M 05/23/1987 CHLD
2   SMITH                                          CLI   A F 06/07/1960 MOTH
3   CASPER                                         AP    A M 03/28/1960 FATH
```

                    ENTER LINE NUMBER TO SELECT PARTICIPANT ___

PF4-UNAVAILABLE   PF7-UP   PF8-DOWN   ENTER-SELECT PART
PF12-UNAVAILABLE

ASEQOB: LIST CASE PARTICIPANTS - This screen displays a list of participants
associated with a specific case.

The processing options for this screen are shown below.

ENTER-SELECT PART - Select the noncustodial parent participant, key the
appropriate line number in the ENTER LINE NUMBER TO SELECT PARTICIPANT field, and
press ENTER. The Select Bond Record screen (ASEBNA) displays. See the following
page for instructions for completing this screen.

PF7 AND PF8 ARE AVAILABLE TO SCROLL UP OR DOWN.

```
        BOND ID    ISSUING    CLI    POSTING      END          BOND             IV-D
          #        AGENT #    CTY     DATE        DATE         AMOUNT            #
        ========== ========== ===    ========== ==========   ===============  ==========
1       123456789  0987654321 011    03/10/1999 10/01/1999        $2,000.00         1427
```

                    ENTER LINE NUMBER TO SELECT A BOND __

ENTER-SELECT   PF-7UP   PF8-DOWN

ASEBNA: SELECT BOND RECORD - This screen displays a list of bonds posted by a
noncustodial parent (NCP) and entered as a record on KASES. Information shown on
screen ASEBNA includes the bond identification number, issuing agent
identification number, code for county where the custodial parent resides, date
bond issued, date bond expires, cash amount of bond, and the IV-D case number
associated with the NCP.

The processing options for this screen are listed below.

ENTER-SELECT - To select a bond record, key the appropriate line number in the
ENTER LINE NUMBER TO SELECT A BOND field, and press ENTER. The Inquire Bond
screen (ASEBND) displays. See the following page for instructions for viewing
this screen.

PF7 AND PF8 ARE AVAILABLE TO SCROLL UP AND DOWN.

```
ASEBND       300X000                 K A S E S
06/01/99     10:27:53              INQUIRE BOND
PART NAME    CASPER       WILLIAM          MPI # 000           SSN

BOND ID #          12.
IV-D #
CLIENT CNTY        01

POSTING DATE       03/10/1999
END DATE           10/01/1999

BOND AMOUNT           $2,000.00
DATE CASHED
ISSUING AGENT ID      987654321

BOND NOTES         Y
LAST UPDATED       06/01/1999    102313
-----------------------------------------------------------------------------
                   PF5-NOTES INQUIRY      PF9-CONTINUE
```

ASEBND: INQUIRE BOND - This screen provides detailed information for the
selected bond record.

The processing options for this screen are shown below.

PF5-NOTES INQUIRY – Press PF5 to view notes if the BOND NOTES field indicates
notes are attached to the bond record. The Inquire Bond Notes screen (ASEUNB)
displays. See the following page for instructions for completing this screen.

PF9-CONTINUE - Press PF9 to return to the Select Bond Record screen (ASEBNA).

_____

```
 1. 03/15/99 - NCP IS TO PAY $1000.00 OF THE BOND AMOUNT BY 06/01/1999 AND THE
 2. BALANCE BY 09/01/1999.   J. JONES 300X000
 3.
 4.
 5.
 6.
 7.
 8.
 9.
10.
11.
12.
13.
14.
15.
```

                              PF9-CONTINUE

ASEUNB: **INQUIRE BOND NOTES** - This screen displays notes pertaining to the bond
record.

The processing option for this screen is shown below.

PF9-CONTINUE - Press PF9 to return to the Inquire Bond screen (ASEBND).

_____   _____

01 - PARTICIPANT INFORMATION   11 - BOND INQUIRY
02 - CASE INFORMATION   12 - LIEN INQUIRY
03 - EMPLOYER/AGENCY OTHER INQUIRY   13 - CLIENT WELFARE SUMMARY
04 - CASE WORKER TABLE INQUIRY   14 - INTERCEPT DATA INQUIRY
05 - PARTICIPANT ADDRESS INQUIRY   15 - SERVICE OF PROCESS INQUIRY
06 - AP SUPPLEMENTAL INQUIRY   16 - OBLIGATION CALCULATIONS
07 - MEDICAL INSURANCE INQUIRY   17 - PAYMENT HISTORY INQUIRY
08 - EMPLOYMENT INQUIRY   18 - FOSTER CARE INQUIRY
09 - PARTICIPANT ALIAS INQUIRY   19 - LICENSE REVOCATION INQUIRY
10 - CASE/PARTICIPANT EVENT INQUIRY

       ENTER NUMBER OF SELECTION _____   ENTER IV-D # OR MPI # _____

PF4-SUB MENU   PF1-HELP   PF3-PREV SCREEN   PF12-MAIN MENU

4.120 LIEN INQUIRY

The Lien Inquiry option is used to access lien records associated with a
noncustodial parent participant. To view a lien record, select option 12-Lien
Inquiry from the Inquiry Functions Menu. Navigation is determined by whether
a IV-D case number or MPI number is entered in the ENTER IV-D # OR MPI #
field.

If the IV-D number is entered, the List Case Participants screen (ASEQOB)
displays. See the following page for instructions for completing this screen.

If the MPI number is entered, the Select Lien Record screen (ASELNA) displays.
See page 3 for instructions for completing this screen.

```
ASEQOB      300X000                    K A S E S                         PAGE 01
13:01:24    06/01/99              LIST CASE PARTICIPANTS
AP NAME     CASPER      WILLIAM        MPI # 0              IV-D # 0
CL NAME     SMITH       SHEILA         MPI # 0              WRKR # 300X999

                                              S S
   LAST NAME        QL   FST NAME   M    MPI #   TYPE T X BIRTHDT     REL    SSN
  ==============  ===  ========  =  ===========  ==== = = =========== ====  ==========
1 SMITH                EDDIE         (           CHLD A M 05/23/1987 CHLD
2 SMITH                SHEILA        (           CLI  A F 12/23/1958 MOTH
3 CASPER               WILLIAM       (           AP   A M 06/18/1954 FATH




                 ENTER LINE NUMBER TO SELECT PARTICIPANT ___
-----------------------------------------------------------------------------------

PF4-UNAVAILABLE          PF7-UP          PF8-DOWN          ENTER-SELECT PART
PF12-UNAVAILABLE
```

ASEQOB: LIST CASE PARTICIPANTS – This screen displays the list of
participants associated with a specific case.

The processing options for this screen are listed below.

ENTER-SELECT PART – Select the noncustodial parent participant, key the
appropriate line number in the ENTER LINE NUMBER TO SELECT PARTICIPANT field,
and press ENTER. The Select Lien Record screen (ASELNA) displays. See the
following page for instructions for completing this screen.

PF7 AND PF8 ARE AVAILABLE TO SCROLL UP AND DOWN.

PROP CNTY	YR ESTB	COURT #	FILING DATE	RELEASE DATE	LIEN AMOUNT	LIQUIDATION AMOUNT
1 037	1999	024531	03/10/1999		$5,000.00	$0.00

ENTER LINE NUMBER TO SELECT A LIEN

ENTER-SELECT   PF7-UP   PF8-DOWN

ASELNA: SELECT LIEN RECORD – This screen displays a list of any liens held
against a noncustodial parent's property and entered as a record on KASES.
Information shown on screen ASELNA includes the code for the county where the
real or personal property is physically located, year the lien was
established, identification number assigned to the court where the lien was
filed, date the lien was filed in the county clerk's office, date lien was
released, cash amount of lien (amount of arrears owed at time the lien was
filed), and amount received against the lien when the property was sold to
satisfy the arrears amount.

The processing options for this screen are listed below.

ENTER-SELECT – To select a lien record, key the appropriate line number in the
ENTER LINE NUMBER TO SELECT A LIEN field, and press ENTER. The Inquire Lien
screen (ASELND) displays. See the following page for instructions for viewing
this screen.

PF7 AND PF8 ARE AVAILABLE TO SCROLL UP AND DOWN.

```
ASELND     300X000                   K A S E S
06/01/99   10:31:49                  INQUIRE LIEN
PART NAME  CASPER         WILLIAM         MPI #  0000001425  SSN #  707937485

PROP COUNTY     037
YEAR ESTB       1999

BOOK  #         11
PAGE  #         1122
COURT #         024531

FILING DATE     03/10/1999
LIEN AMOUNT          $5,000.00
DATE RLSD
LIQDN AMT             $0.00

IV-D #
CLIENT CNTY     FRANKLIN
OTHER OWNER     N  (Y/N)   PROP INSURED    N    (Y/N)
LIEN NOTES      Y  (Y/N)
     LAST UPDATED     03/15/1999   10:26:28
-----------------------------------------------------------------------

               PF5-NOTES INQUIRY     PF9-CONTINUE
```

ASELND: **INQUIRE LIEN** - This screen provides detailed information for the selected lien record filed by the noncustodial parent.

The processing options for this screen are listed below.

PF5-NOTES INQUIRY - Press PF5 if the LIEN NOTES field indicates notes are attached to the lien record. The Inquire Lien Notes screen (ASEUNB) displays. See the following page for instructions for viewing lien notes.

PF9-CONTINUE - Press PF9 to return to the Select Lien Record screen (ASELNA).

_____

```
 1.  03/15/1999 - NCP CALLED TO SEE WHAT HE NEEDS TO DO IN ORDER FOR THE LIEN
 2.  TO BE RELEASED.  NCP INFORMED LIEN RELEASED WHEN ARREARS PAID. J.JONES
 3.  300X003_____
 4._____
 5._____
 6._____
 7._____
 8._____
 9._____
10._____
11._____
12._____
13._____
14._____
15._____
```

                              PF9-CONTINUE

ASEUNB: **INQUIRE LIEN NOTES** - This screen displays notes attached to the Lien
record.

The processing option for this screen is shown below.

PF9-CONTINUE - Press PF9 to return to the Inquire Lien screen (ASELND).

---

01 – PARTICIPANT INFORMATION   11 – BOND INQUIRY
02 – CASE INFORMATION   12 – LIEN INQUIRY
03 – EMPLOYER/AGENCY OTHER INQUIRY   13 – CLIENT WELFARE SUMMARY
04 – CASE WORKER TABLE INQUIRY   14 – INTERCEPT DATA INQUIRY
05 – PARTICIPANT ADDRESS INQUIRY   15 – SERVICE OF PROCESS INQUIRY
06 – AP SUPPLEMENTAL INQUIRY   16 – OBLIGATION CALCULATIONS
07 – MEDICAL INSURANCE INQUIRY   17 – PAYMENT HISTORY INQUIRY
08 – EMPLOYMENT INQUIRY   18 – FOSTER CARE INQUIRY
09 – PARTICIPANT ALIAS INQUIRY   19 – LICENSE REVOCATION INQUIRY
10 – CASE/PARTICIPANT EVENT INQUIRY

          ENTER NUMBER OF SELECTION __   ENTER IV-D # OR MPI # _____

PF4-SUB MENU   PF1-HELP   PF3-PREV SCREEN   PF12-MAIN MENU

4.119 LICENSE REVOCATION INQUIRY

The License Revocation Inquiry function on the Inquiry Functions Menu screen
(ASEMQA) is used to access a noncustodial parent's suspended license or
certificate record for inquiry purposes.

To view a license revocation record, type number **19** in the ENTER NUMBER OF
SELECTION field, the noncustodial parent's MPI number in the ENTER IV-D # OR MPI
field, and press ENTER. The List Participant Cases screen (ASEC1C) displays.
See the following page for instructions for completing this screen.

PART TYPE	IV-D #	CASE TYPE	CASE STAT	CO	PROC STAT	IN ST	AP/CLIENT LAST	FIRST	RESP WORKER
1 AP	43284	NPA	OPEN	037	DELQ	K	SMITH	BUFFY	300X002
2 AP	1425	NPA	OPEN	027	LOCT	K	JOHNSON	DAISY	300X001

ENTER LINE NUMBER FOR CASE SELECTION __

PF4-UNAVAILABLE   PF7-UP   PF8-DOWN   PF12-UNAVAILABLE

ASEC1C: LIST PARTICIPANT CASES – This screen lists all cases in which the participant is a member. The information on this screen includes the participant type, IV-D case number, case type and status, code for the county in which the custodial parent resides, process status, interstate status, name of the participant associated with the case, and the responsible worker identification number.

The processing options for this screen are shown below.

ENTER-SELECT – Type the appropriate line number in the ENTER LINE NUMBER FOR CASE SELECTION field and press ENTER to view a list of participants associated with a specific case. The List Case Participants screen (ASEQOB) displays. See the following page for instructions for completing this screen.

PF7 AND PF8 ARE AVAILABLE TO SCROLL UP AND DOWN.

```
                                                 S S
        LAST NAME      QL  FST. NAME M    MPI #   TYPE T X BIRTHDT  REL     SSN
   ================ ===  =========== =  ========= ==== = = ======== ====  ===========
 1 WATERS                                         AP   A M 05/15/62 FATH
 2 SMITH                                          CLI  A F 10/10/64 MOTH
 3 SMITH                                          CHLD A F 06/15/96 CHLD
```

                     ENTER LINE NUMBER TO SELECT PARTICIPANT __

PF7-UP   PF8-DOWN   ENTER-SELECT PART

ASEQOB: LIST CASE PARTICIPANTS – This screen lists all participants associated
with a case.

The processing options for this screen are shown below.

ENTER-SELECT PART – Type the appropriate line number to select the noncustodial
parent in the ENTER LINE NUMBER TO SELECT PARTICIPANT field and press ENTER. The
Select License Revocation Record screen (ASELRA) displays. See the following
page for instructions for completing this screen.

PF7 AND PF8 ARE AVAILABLE TO SCROLL UP AND DOWN.

	TYPE	LICENSE NUMBER	REVOCATION STATUS	DATE	REINSTATEMENT STATUS	DATE
1	DRIVERS	7501990	S	03/15/1999		
2	VETERINARY	23456789012	S	03/15/1999		

ENTER LINE NUMBER TO SELECT A LICENCE __

ENTER-SELECT   PF7-UP   PF8-DOWN

ASELRA: SELECT LICENSE REVOCATION RECORD – This screen displays a list of any
license or certificate that has been suspended and reinstated. Included in the
information is the license type, license number, revocation status code and date,
and reinstatement status code and date.

The processing options for this screen are shown below.

ENTER-SELECT – To view an existing license revocation record, type the selected
line number in the ENTER LINE NUMBER TO SELECT A LICENSE field and press ENTER.
The Inquire License Revocation Record screen (ASELRR) displays. See the
following page for instructions for completing this screen.

PF7 AND PF8 ARE AVAILABLE TO SCROLL UP AND DOWN.

LICENSE TYPE: 01 DRIVERS   LICENSE NUMBER 7501990_____

LICENSE EFFECTIVE DATE: 01/15/1998

EXPIRATION DATE: 01/15/2002

REVOCATION STATUS: S   REVOCATION DATE: 03/15/1999
REINSTATEMENT REASON: _   REINSTATEMENT DATE: _____

LAST UPDATED 03/15/1999   WORKER 300X000   NOTES Y

                       PF5-NOTES   PF9-CONTINUE

ASELRR: INQUIRE LICENSE REVOCATION RECORD – This screen shows the type of
license or certificate that has been identified for suspension, suspended, or
reinstated. Included on the screen are the license or certificate number,
effective and expiration dates, date license or certificate was identified for
suspension or suspended, and reason and date the license or certificate was
reinstated.

The LAST UPDATED and WORKER fields show the date the record was created or
updated and the identification number of the worker who completed the process.
The NOTES field holds an N (NO) or Y (YES) to indicate whether notes are attached
to the record.

The processing options for screen ASELRR are shown below.

PF5-NOTES PROCESS – Press PF5 to view notes regarding the license revocation
record. The Inquire Notes screen (ASEUNB) displays. See the following page for
instructions for completing this screen.

PF9-CONTINUE – Press PF9 to return to the Select License Revocation Record screen
(ASELRA).

```
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
```

PF9-CONTINUE

ASEUNB: **INQUIRE NOTES SCREEN** – The notes screen shows additional information
regarding the suspended or reinstated license or certificate. Notes may be
entered when the license record is created or updated.

The processing option for this screen is shown below.

PF9-CONTINUE – Press PF9 to return to the Inquire License Revocation Record
screen (ASELRR).